

**Department:** Community Services      **Program Contact:** Gerald Elliott  
**Program Offer Type:** Support      **Program Offer Stage:** As Requested  
**Related Programs:** 91002, 91005, 91008, 91012, 91013, 91016, 91017, 91018, 91020, 91022  
**Program Characteristics:** In Target

**Executive Summary**

The Budget and Operations Support unit offers administrative support; including budget, records management, payroll, accounts receivable and payable, safety, word processing, reception, financial reporting and analysis to all program areas within the Department of Community Services. Budget and Operations Support also includes administration of two special districts and the Road Asset management system.

**Program Summary**

This work unit supports the operations of Animal Services, Elections, Survey, Road and Bridge Services, Land Use Transportation Planning and Ombudsman. The areas of support include; records management, contract administration, grant accounting, cost accounting, accounts payable and receivables, payroll and personnel maintenance, preparation of legal records for litigation, in addition to the reception and clerical functions typically associated with these positions. Having this unit perform the essential administrative support functions for the various DCS programs allows it to provide common interpretations of County Policy and Procedure while enhancing the opportunity for the other program areas to remain focused on delivering their core program services.

Budget and Operations Support also serves as the administrator of two special districts; Dunthorpe-Riverdale Sanitary Sewer District and the Mid-County Street Lighting Service District.

In addition, this unit includes the Road Asset program that tracks the condition of the County's roads and associated assets. This information is used in prioritizing maintenance activities.

**Performance Measures**

Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer
Output	Line of Payroll Input	115,739	118,000	116,600	115,000
Outcome	Percent of Invoices Paid on Time	89%	95%	90%	90%
Quality	Customer Survey	4	4	4	4

**Performance Measures Descriptions**

Most measures for this group are represented in the performance measures of the programs we support. Number of lines of payroll entry is a measure that reflects the volume of this major task. Invoices Paid on Time is the percentage of invoices paid within 30 days of the invoice date and measures the effectiveness of the accounts payable process. Customer Survey solicits feedback from the programs we support. A zero to five scale is used to rate this group on various performance attributes.

## Legal / Contractual Obligation

ORS 294 – County and Municipal Financial Administration rules and Regulations ORS 366.739-774 – State Highways and State Highway Fund Allocations to Counties and Cities ORS 368.051 – Accounting for County Road Work  
Government Accounting Standards Board (GASB)  
Generally Accepted Accounting Principles (US GAAP)

## Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2014	2014	2015	2015
Personnel	\$178,114	\$1,267,119	\$179,987	\$1,361,907
Contractual Services	\$0	\$56,000	\$5,000	\$91,000
Materials & Supplies	\$0	\$25,480	\$7,690	\$25,480
Internal Services	\$33,238	\$215,232	\$22,152	\$255,334
<b>Total GF/non-GF</b>	<b>\$211,352</b>	<b>\$1,563,831</b>	<b>\$214,829</b>	<b>\$1,733,721</b>
<b>Program Total:</b>	<b>\$1,775,183</b>		<b>\$1,948,550</b>	
<b>Program FTE</b>	2.00	13.00	2.00	14.00

Program Revenues				
Indirect for Dept. Admin	\$29,291	\$0	\$32,335	\$0
Intergovernmental	\$0	\$1,280,831	\$0	\$1,476,401
Other / Miscellaneous	\$11,000	\$283,000	\$11,000	\$207,320
Service Charges	\$0	\$0	\$0	\$50,000
<b>Total Revenue</b>	<b>\$40,291</b>	<b>\$1,563,831</b>	<b>\$43,335</b>	<b>\$1,733,721</b>

## Explanation of Revenues

Intergovernmental: \$1,476,401 is received as part of the Road Fund from the state distribution of registration fees and gas taxes.

Other/Miscellaneous: \$218,320 is received for services provided for programs within DCS (Roads - \$11,000, Elections - \$12,240, Bridges - \$50,000, Survey - \$40,000, Animal Services - \$76,500, Land Use Planning - \$28,580)

Service Charges - \$50,000 is reimbursements from special service districts (Dunthorpe-Riverdale Sewer District - \$25,000 and Mid-County Lighting District - \$25,000)

## Significant Program Changes

**Last Year this program was:** 91011 Budget and Operations Support

Last year this program offer had 15.0 FTE and this year it has 16.0 FTE. This change is caused by reorganization that moved a Data Analyst Senior position from Road Service to Budget and Operations Support. This change was made to consolidate the Road Assets function within Budget and Operations Support.